Upgrading

Digital Communication Tools

DCT

- Input Technologies
  - Keyboarding
  - Speech Recognition
  - Handwriting Recognition
- Communication/Organization Tools
  - PDA
  - Tablet PC
  - OneNote

New Computer Literacy Skills

- Penmanship
- Reading Aloud Clearly
- Pronunciation and Enunciation
- Keying

Materials

- Windows & Office
  - XP or 2003
- Speech Recognition
  - Dragon Naturally Speaking
  - Microsoft Speech
  - Headsets
- PDA
  - Pocket PC
  - Palm OS
  - Outlook
- Handwriting Recognition
  - Wacom Graphire 2 or 3
    - Tether
  - PDA
  - Tablet PC
- Electronic Note-taking
  - OneNote
  - Tablet PC
- Alternative Input Devices
  - Scanners
  - Cameras

Computer Literacy & Keyboarding

- ## Develop Computer Literacy
  - Appropriate file management techniques
  - Demonstrate ethical conduct
  - Appropriate computer terminology
  - Solve a problem efficiently
- ## Develop and Refine Touch-Keyboarding Skills
  - Demonstrate and discuss correct keyboarding position
  - Key alphabetic, numeric, and symbolic data using the proper technique
  - Key numeric data using the ten-key pad
  - Build and demonstrate speed in keying material
  - Build and demonstrate accuracy in keying material

Formatting/Application Skills

- Develop and refine formatting skills using touch-keyboarding
  - Identify and use software features that facilitate formatting documents
  - Key, format, and edit…
    - Letters
    - Memos
    - Reports
    - Tables
    - E-mail messages
    - Variety of personal and professional documents

Business Communication Skills

- Oral and Written Communication Skills
  - Variety of audiences and situations
  - Subject-specific terminology
  - Biased language
  - Ethical issues
  - Copyright laws
- Students develop and refine proofreading skills.
  - Editing marks
  - Grammatical rules
  - Meaning and readability
  - Revise documents

Speech Recognition

- Start-up Procedures
- Basic Speech Recognition Commands
- Improve Dictation and Editing Technique
- Formatting

Personal Digital Assistants

- Setup of PDA
  - Synchronize ("Hot Sync")
  - Beam
- Students use input devices for PDA
  - Stylus
  - Various handheld input methods
- Students apply PDA functions
  - Address book or contact list
  - Create, beam, and receive personal business cards
  - Task item
  - Memo or note
- Advanced Performance Expectations

Handwriting Recognition

- Develop and Refine Digital Pen Skills
- Documents
- Input Panel

Electronic Note-Taking

- Organize Notes
    - Search for desired content within notes
    - Sketch pictures in document
    - Download information
    - Copy to word processing software
- OneNote is the planning tool for the application products

Alternative Input Devices

- Import Images
- File Format
- Current/Emerging Input Devices

Rotation, Rotation, Rotation

- Start with keying everyday
  - Make students all start on same page
- Allows for students to move a faster pace
- Organization
- PBL

For Information on This Presentation

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